

Additional file 3: Data characterization and utility tool

A. General Study Characteristics		
Variable	Category	Explanation
1. Publication type	<input type="checkbox"/> Journal article <input type="checkbox"/> Conference proceeding <input type="checkbox"/> Thesis <input type="checkbox"/> Government or research station report <input type="checkbox"/> Other (please specify:_____)	Please select one.
2. Institution(s) that funded the study	_____ <input type="checkbox"/> None <input type="checkbox"/> Not reported	Please list if reported. None: Select if nothing is declared under the “Disclosures” (or similar) section, or it is specifically stated that the study did not receive funding. *Include stipend and scholarship money (Sep 2 2011)
3. Institution(s) that commissioned the study	_____ <input type="checkbox"/> Same as above <input type="checkbox"/> None <input type="checkbox"/> Not reported	Please list if reported. None: Select if nothing is declared under the “Disclosures” (or similar) section, or it is specifically stated that the study was not commissioned.
4. Study sector setting	<input type="checkbox"/> Agriculture and agri-food <input type="checkbox"/> Business <input type="checkbox"/> Education <input type="checkbox"/> Health <input type="checkbox"/> Social sciences <input type="checkbox"/> Other (please specify:_____)	Check all that apply. Agriculture and agri-food: field crops, forestry, fishery, livestock. Business: manufacturing, commerce, finance. Education: K-12, post-secondary, professional development. Health: nursing, medicine, dentistry, nutrition, public health, occupational therapy. Social sciences: psychology, sociology, political science, criminology, anthropology, mental health.

		Social sciences: psychology, sociology, political science, criminology, anthropology, behaviour modification. Other: Environment, Software Technology
5. How was ScS defined in the study?	----- <input type="checkbox"/> Not defined	If defined, please copy-and-paste author(s) wording into the text box and/or list page number, column, and paragraph number.
6. Does the article report the use of a scoping review methodology to identify and characterize the existing literature or evidence base on a broad topic?	<input type="checkbox"/> Yes, a primary scoping review <input type="checkbox"/> No, a methodological review of scoping reviews <input type="checkbox"/> No, a narrative review of scoping reviews <input type="checkbox"/> No, none of the above	Check one.
Continue ONLY if the answer to the above question is “Yes, a primary scoping review.”		
7. What is the broad topic addressed by the ScS?	-----	Please copy-and-paste author(s) wording into the text box and/or list page number, column, and paragraph number.
8. What was the main purpose or objective of using a ScS methodology, as stated by the author(s) in the Introduction or Methods section?	<input type="checkbox"/> To identify, characterize and summarize research evidence on a topic (including identification of research gaps) <input type="checkbox"/> To identify or prioritize questions for a systematic review <input type="checkbox"/> Other (please specify: _____) <input type="checkbox"/> Not reported	Check all that apply.

B. Scoping Review Characterization (& Utility) Tool		
Variable	Category	Explanation
9. Does the study reference a ScS framework?	<input type="checkbox"/> Yes (please specify: _____) <input type="checkbox"/> No	If applicable, please specify the author(s) of the framework (e.g., Pham <i>et al.</i> , 2001).
10. Which of the following was reported for the search?	<input type="checkbox"/> Complete search strings or list of keywords <input type="checkbox"/> Publication date range <input type="checkbox"/> Search limits or parameters <input type="checkbox"/> Date of search	Check all that apply. Complete search strings/queries: Do not check if only subject

	<input type="checkbox"/> Date of updated search <input type="checkbox"/> List of data sources <input type="checkbox"/> Directed to supporting document(s) for information	<p>headings are reported.</p> <p>Publication date range: <i>e.g.</i>, 1995-2008. If date of search is reported, then “1980-present” or “published since 1980” are okay.</p> <p>Date of search: Check if publication date range is reported as “1980 to June 2006” or “published up until June 2006”; can assume that date of search was ~June 2006 (unless otherwise reported).</p> <p>Search limits or parameters: <i>e.g.</i>, language, geography.</p> <p>Directed to supporting document(s): <i>e.g.</i>, appendix.</p>
11. Which data sources were included in the search strategy?	<input type="checkbox"/> Electronic bibliographic databases <input type="checkbox"/> Bibliography/reference list from relevant article(s) <input type="checkbox"/> Hand searching of select journal(s) <input type="checkbox"/> Internet/website searching <input type="checkbox"/> Consultation with experts <input type="checkbox"/> Other (please specify: _____) <input type="checkbox"/> Directed to supporting document(s) <input type="checkbox"/> Not reported	<p>Check all that apply.</p> <p>Directed to supporting document(s): <i>e.g.</i>, appendix.</p>
12. How was data/study selection performed?	<input type="checkbox"/> Relevance screening of <u>titles and abstracts</u> conducted by <u>one</u> reviewer <input type="checkbox"/> Relevance screening of <u>titles and abstracts</u> conducted by <u>two or more</u> independent reviewers <input type="checkbox"/> Relevance screening of <u>full articles/papers</u> conducted by <u>one</u> reviewer <input type="checkbox"/> Relevance screening of <u>full articles/papers</u> conducted by <u>two or more</u> independent reviewers <input type="checkbox"/> Using a relevance screening form or tool with a priori-determined inclusion and exclusion criteria	<p>Check all that apply.</p> <p>a priori: Determined prior to start of study selection.</p> <p>Directed to supporting document(s): <i>e.g.</i>, appendix.</p> <p>Using a relevance screening form or tool with a priori-determined inclusion and exclusion criteria: Select if the use of any inclusion/exclusion criteria is reported for relevance screening.</p>

	<input type="checkbox"/> Other (please specify:_____) <input type="checkbox"/> Directed to supporting document(s) <input type="checkbox"/> Not reported	
13. If relevance screening was carried out by more than 1 reviewer, how was the level of reviewer agreement reported?	<input type="checkbox"/> Cohen's kappa <input type="checkbox"/> Percentage agreement <input type="checkbox"/> Other (please specify:_____) <input type="checkbox"/> Not reported/calculated <input type="checkbox"/> Not applicable	Check one. Not applicable: Select if there was only one reviewer.
14. What type(s) of primary (original) research studies were included* in the ScS? *a study is considered "included" if it listed in a table and/or synthesized in the results section	<input type="checkbox"/> All study designs [Otherwise, check all that apply below:] <input type="checkbox"/> Observational studies (if reported, please specify type(s): _____) <input type="checkbox"/> Experimental studies (if reported, please specify type(s): _____) <input type="checkbox"/> Qualitative studies (if reported, please specify type(s): _____) <input type="checkbox"/> Other (please specify:_____) <input type="checkbox"/> Not specified	Check all that apply. All study designs: Select if a list of study designs is listed in a non-specific manner. Primary (original) research: Investigator(s) collected samples or data themselves for analysis. Observational study: Assignment of subjects into a treated group versus a control group is outside the control of the investigator. <i>E.g.:</i> cross-sectional study, cohort study, case-control study. Experimental study: Each subject is randomly assigned to a treated group or a control group before the start of the treatment. <i>E.g.:</i> challenge trial, controlled trial, quasi-experiments. Qualitative study: Aimed at understanding social phenomena, exploring issues, and answering questions of "why" and "how". <i>E.g.:</i> focus groups, interviews. Not specified: Select if "textbook" is listed without any additional information.
15. Were secondary research studies included* in the ScS?	<input type="checkbox"/> Yes (if reported, please specify type(s): _____) <input type="checkbox"/> No	Check one. Secondary research: Summary, collation and/or

<p>*a study is considered “included” if it listed in a table and/or synthesized in the results section</p>	<input type="checkbox"/> Not reported	<p>synthesis of existing data. <i>E.g.</i>: systematic review, meta analysis, narrative review, scoping review. No: Select if only articles describing primary (original) research were included.</p>
<p>16. What type(s) of publication(s) were included* in the ScS?</p> <p>*a study is considered “included” if it listed in a table and/or synthesized in the results section</p>	<input type="checkbox"/> All publication types [Otherwise, check all that apply below:] <input type="checkbox"/> Articles published in scientific journals (peer-reviewed and non-peer-reviewed) <input type="checkbox"/> Research documents not published in scientific journals <input type="checkbox"/> Thesis dissertations <input type="checkbox"/> Other (please specify:_____) <input type="checkbox"/> Not reported	<p>Check all that apply.</p> <p>Research documents not published in scientific journals: <i>e.g.</i>, research studies published on a website, in a report or policy paper.</p>
<p>17. How was data extraction of studies conducted?</p>	<input type="checkbox"/> By one reviewer <input type="checkbox"/> By two or more independent reviewers <input type="checkbox"/> Using a data extraction form or tool <input type="checkbox"/> Other (please specify:_____) <input type="checkbox"/> Directed to supporting document(s) <input type="checkbox"/> Not reported	<p>Check all that apply.</p> <p>Directed to supporting document(s): <i>e.g.</i>, appendix. Other: Any report of coding analysis.</p>
<p>18. Was the flow of the literature search and selection of studies through the review reported?</p>	<input type="checkbox"/> Yes, using a flow diagram <input type="checkbox"/> Yes, in the text <input type="checkbox"/> Directed to supporting document(s) <input type="checkbox"/> No	<p>Check all that apply.</p> <p>Yes: Select if numbers are reported for each step in the selection process. <i>E.g.</i>, if only 2 steps are reported, only 2 figures are required. Directed to supporting document(s): <i>e.g.</i>, appendix.</p>
<p>19. In which format(s) were the results summarized?</p>	<input type="checkbox"/> Narrative <input type="checkbox"/> Graphical form <input type="checkbox"/> Tabular form <input type="checkbox"/> Meta-analysis <input type="checkbox"/> Other (please specify:_____)	<p>Check all that apply.</p>
<p>20. Was quality assessment of included studies reported?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Check one.</p>

21. How many studies were included for review, as reported by the author(s)?	----- <input type="checkbox"/> Not reported	Please list the number of studies that were reported to be relevant and included in the charting process.
22. Did the author(s) report the use of specialized computer software or application(s) to map the data?	<input type="checkbox"/> Yes (please specify:-----) <input type="checkbox"/> No	Check one.

3. Impact on future research and policy- and/or decision-making		
Variable	Category	Explanation
23. How was evidence from the ScS used by the author(s)?	----- <input type="checkbox"/> Not reported	Please copy-and-paste author(s) wording into the text box <u>and/or</u> list page number, column, and paragraph number. <i>E.g.</i> : To recommend or support a policy action; to frame options for action implementation; to identify/recommend questions and topics for future research; to inform and/or frame questions for a systematic review; to inform gaps in the existing research or evidence; and to clarify a particular problem or issue.
24. Who were the primary stakeholders for the ScS, as reported by the author(s)?	<input type="checkbox"/> Researchers <input type="checkbox"/> Practitioners, clinicians or service providers <input type="checkbox"/> Consumers or patients <input type="checkbox"/> General public <input type="checkbox"/> Policy- and/or decision-makers <input type="checkbox"/> Private sector or industry <input type="checkbox"/> Research funding body <input type="checkbox"/> Volunteer sector or non-governmental organization <input type="checkbox"/> Media <input type="checkbox"/> Other (please specify:-----) <input type="checkbox"/> Not reported	Check all that apply. Policy- and/or decision-makers: In organization, community or government. *Check if: <ul style="list-style-type: none"> • author(s) report some sort of involvement of the stakeholder(s) in the study process • study has been commissioned • experts were consulted
25. What was the degree of stakeholder engagement in	<input type="checkbox"/> Shaping the research question(s)	Check all that apply.

the study process, as reported by the author(s)?	<input type="checkbox"/> Identification of relevant studies <input type="checkbox"/> Interpretation of study findings <input type="checkbox"/> Provision of comments at the report writing stage <input type="checkbox"/> Dissemination of study results <input type="checkbox"/> Moving the results into their practice <input type="checkbox"/> Other (please specify:_____) <input type="checkbox"/> Not reported <input type="checkbox"/> Not applicable	Not applicable: Select if involvement of stakeholder(s) was not reported by the author(s).
26. Was knowledge translation and transfer (KTT) reported as part the study process?	<input type="checkbox"/> Yes, integrated KTT <input type="checkbox"/> Yes, end of grant KTT <input type="checkbox"/> No	Check one. Knowledge translation: A dynamic and iterative process that includes synthesis, dissemination, exchange and ethically-sound application of knowledge to improve health, provide more effective health services and products and strengthen the health care system. Integrated KTT: Throughout the research process (<i>i.e.</i> , from idea formulation to dissemination of research results). This form of KTT is often reported in the Methods section. End of grant KTT: Dissemination of research findings once a project is completed. This form of KTT is more often only reported in the Discussion section.
27. Were any of following KTT activities used to disseminate research findings to stakeholders?	<input type="checkbox"/> Workshop <input type="checkbox"/> Document distribution <input type="checkbox"/> Presentation(s) <input type="checkbox"/> Other (please specify:_____) <input type="checkbox"/> Not reported	Check all that apply. Document distribution: <i>e.g.</i> , briefing paper, technical report, summary document. Presentation(s): <i>e.g.</i> , conference, seminar, meeting.
28. Was an evaluation of	<input type="checkbox"/> Yes	Check one.

the effectiveness of the KTT activity (or activities) reported by the author(s)?	<input type="checkbox"/> No <input type="checkbox"/> Not applicable	No: Select if a KTT activity was reported, but an evaluation of its effectiveness was not reported. Not applicable: Select if a KTT activity was not reported in the study.
29. Does the author propose “next steps” or actions, based on the ScS results?	<input type="checkbox"/> KTT activities to disseminate research findings <input type="checkbox"/> Implementation of a systematic review <input type="checkbox"/> Additional research that is not a systematic review <input type="checkbox"/> Other (please specify: _____) <input type="checkbox"/> Not reported	Check all that apply.
30. Was feedback regarding the overall scoping review process reported in the Discussion or Conclusion section?	<input type="checkbox"/> Yes (please list page number, column, and paragraph number: _____) <input type="checkbox"/> No	If defined, please copy-and-paste author(s) wording into the text box and/or list page number, column, and paragraph number. Feedback: From either the author(s) or stakeholder(s); e.g., overall length of the study process, practicality or utility, strengths or limitations reported.
31. Please provide any additional comments or notes in the space below:		